

## West Chester Police Department

Colonel Joel M. Herzog  
Chief of Police  
9577 Beckett Road, Suite 500  
West Chester, Ohio 45069  
(513) 759-7250

### Interoffice Memorandum

**To:** Chief Joel M. Herzog  
**Fr:** Captain Joe Gutman  
**Date:** 1/17/18  
**Re:** Robbery of US Bank on 12/22/17

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As you are probably aware, we had a robbery at the US Bank at 7797 Tylersville Road on 12/22/17. Preliminary information suggested that our suspect may be one in the same as another bank robbery that occurred a week or two prior in Trenton. In the afternoon time on 12/22/17, a Trenton Detective advised our detectives that he had received information from C.O. Angie Day stating that the robbery suspect may be Dustin Pedersen. She went on to say that this person was wearing some of the same clothing in his facebook posts as he was wearing in the bank robbery. Since we believed that our dispatcher shared this information with a Trenton Detective and it appeared our detectives had not received this information, I had asked Lt. Tivin to look into the matter to see why we were not notified.

On 1/17/18, I met with Lt. Tivin. As it turns out, C.O. Shannon Gleason placed a call to Detective Jim Thomas with this same information on the afternoon of 12/22/17. She saw the bank robbery information on the Township's social media page and recognized him as someone she went to school with. At that point, she got on Facebook and found pictures of Pedersen. She noticed that he was wearing the same hat on Facebook as he did during the robbery. All of this information was given to Detective Thomas by C.O. Gleason. C.O. Day only shared the information with the Trenton Detective after Detective Thomas was notified. All indications are that the actions of Day and Gleason were completely proper.

Detective Thomas, upon learning this information stated to C.O. Gleason something to the effect of "put it in an e-mail, copy Detective Smith on it and we will follow up on Tuesday." At no time did Detective Thomas share this information with other detectives or supervision. Even later that night, when Detectives Flick, Smith and Thomas began texting about this information, even then Detective Thomas made no mention of the

information he received from C.O. Gleason. There may be some text messages from that night between Detectives Flick, Smith and Thomas that may corroborate some of this information.

This memo is based on my understanding of information I received from Lt. Tivin on 1/17/18 and has not otherwise been verified. However, if all of this information is found to be true, then I believe Detective Thomas' actions may constitute multiple violations of policy and rules and regulations. I recommend that this issue be turned over to the Integrity and Development Section for internal investigation as soon as possible.

Respectfully,

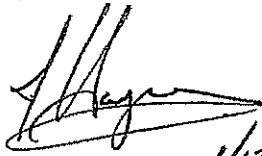
Captain Joe Gutman 87

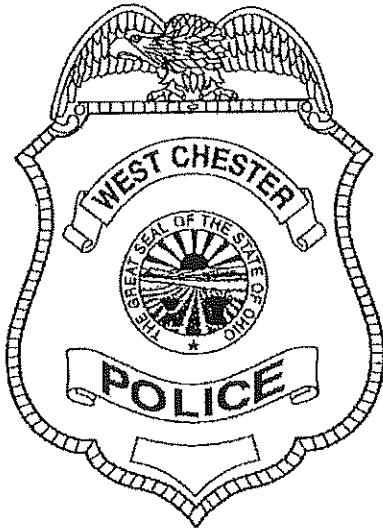
Captain Joe Gutman #87

Colonel,  
I AGREE WITH CAPTAIN GUTMAN'S REQUEST  
TO FORWARD THIS TO I&D FOR A THOROUGH  
INVESTIGATION.

Z68 1/17/18

Assign TO I+D

Col.  59  
1/17/18



**West Chester Police Department**

Colonel Joel M. Herzog  
Chief of Police  
9577 Beckett Road, Suite 500  
West Chester, Ohio 45069  
(513) 759-7250

## Interoffice Memorandum

**To:** Chief of Police, Colonel Joel Herzog

**Fr:** Det. Jim Thomas #182

**Date:** February 21, 2018

**Re:** Criminal Investigation Section

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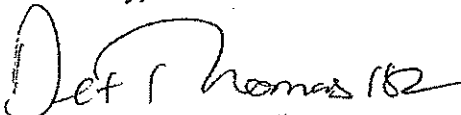
Dear Chief,

I have been privileged to have worked in CIS for the past ten years and have gained a vast amount of knowledge and experience in the investigative side of law enforcement.

I have pondered for some time now and through many discussion with my family, I feel that the timing is right for a change. With that said I am requesting to transfer out of CIS and to Uniform Patrol Section.

Thank you for the opportunity to serve this department in this capacity as long as I have and I look forward to continued service in a new role.

Sincerely,

  
Det. James Thomas #182

*Received + Accepted*

  
59  
2/24/18

**Internal Investigation Unit  
West Chester Police Department**

**Internal Investigation Findings**

IIU#18-01

**Employee:** Det. J. Thomas #182

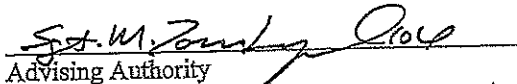
**Complainant:** Office of the Chief of Police

The internal investigation of this matter has been concluded on February 7, 2018. In compliance with Section Nine of the Rules and Regulations of the West Chester Police Department, you are being notified that the complaint has been found:

- ☒ **SUSTAINED** - The allegation is supported by sufficient evidence.
- ☐ **NOT SUSTAINED**
- ☐ **EXONERATED**
- ☐ **UNFOUNDED**
- ☐ **SUSTAINED OTHER**

The completed investigation has been:


- ☐ **FINDINGS ACCEPTED**
- ☐ **CORRECTIVE ACTION TAKEN:**
- ☐ **FINDINGS NOT ACCEPTED, AMMENDED FINDING:**
- ☒ **ADMINISTRATIVE HEARING TO BE SET. DISPOSTITION TO BE DETERMINED.**

  
Advising Authority


Distribution:  
Original to Case File  
Copy to Employee (w/in 5 days of investigation completion)  
Copy to Employee's Commanding Officer (w/in 5 days)  
Copy to Complaint Investigator

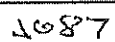
West Chester Police Department  
Police Service Log

**Year:** 2018

Employee Name: **Thomas. James #182**   
Initial Above

Date of Entry	Date Notified	Classification	Supervisory Action Taken
3/22/2018	2/28/2018	Admonishment	Reprimand - Written

Initiating Supervisor  
**Gutman, Joseph #87**   
Initial Above

Reviewing Supervisor  
**Gutman, Joseph #87**   
Initial Above

**Activity Summary:**

PSL Attachment 0(1)

See attached written Reprimand



WEST CHESTER POLICE DEPARTMENT  
COLONEL JOEL M. HERZOG  
CHIEF OF POLICE

2/28/18

To: Detective Jim Thomas  
From: Captain Joe Gutman

### Letter of Reprimand

On 12/22/17 at 09:28 hours, a bank robbery occurred at US Bank at 7797 Tylers Place Boulevard. The robbery was confirmed and the suspect fled without being apprehended. Detective Jim Thomas was the on-call detective and he was assigned the case. By approximately 11:00 hours, the scene was cleared and there were no immediate leads to follow up on. However, surveillance photographs from the bank of the suspect were posted to the Township's Facebook page in an effort to elicit potential leads.

At approximately 15:56 hours on the same day, C.O. Angie Day received a telephone call from a Butler County Communications Officer wishing to relay a crime tip. The caller identified the bank robbery suspect as Dustin Pederson. C.O. Gleason overheard the conversation and recognized Pederson as a former classmate at Lakota.

At approximately 16:10 hours, C.O. Gleason contacted Detective Thomas on his work cell phone and told him they had a crime tip concerning the bank robbery. She went on to say that the caller wanted to pass the suspect's information and other specifics. Detective Thomas responded "okay, can you forward that email, forward the information in an e-mail to me and Kyle." He went on to say that they would follow up on the tip on Tuesday.

This same information was passed on to a Trenton Detective who acted on the information and made an arrest. This detective did make contact with our agency and Detectives Flick and Smith responded to assist.

Detective Thomas failed to ask C.O. Gleason for additional details, he failed to contact his supervisor about the tip and he failed to take immediate action which would have been entirely appropriate in this case. Detective Thomas' reasoning was that he was walking out the door with his family and was not entirely focused on the conversation.

Given the fact that C.O. Gleason clearly stated she was passing on a tip about the bank robbery and that the information was in relation to the identity of the suspect, Detective Thomas had a clear duty to focus on the phone call and to take appropriate action. Instead, he chose to push it off until Tuesday. It should be noted that Detective Thomas was off the following week and at no time did he mention this phone call to his co-workers or his supervisor.

Detective Thomas is advised that his conduct in this situation falls well short of our guiding principles and future violations of our rules and regulations could result in progressive discipline.

*Captain Joe Gutman* 87  
Captain Joe Gutman #87

CC: Chief Joel M. Herzog  
Assistant Chief Brian Rebholz  
Captain Jamie Hensley  
Detective Jim Thomas' Personnel File  
Detective Jim Thomas

## West Chester Police Department Police Service Log

Year: 2017

Employee Name/Badge #: Det. James Thomas #182

Date of Entry	Date Notified	Supervisory Action Taken	Employee Initials/ Badge #	Initiating Supervisor Initials/Badge #	Reviewing Supervisor Initials/Badge #	Further Disposition Add To Summary
4/10/2017	4/12/17	Counseled	JT 182	JSG 167	JSG 167	

Activity Summary Including Date of Occurrence:

Det. Thomas needs to ensure he is engaged and vested in providing victims' the service they deserve and require. This should include making certain the victim is prepared and aware of court proceedings, as well as, ensuring an appropriate amount of victim follow up is completed.

This attention to detail was noted to be lacking during the initial court proceedings of 17-949.

Det. Thomas has been counseled on this matter. Further, Det. Thomas attended a CIS information session by the Area III court Victim Advocate Division. The session provided an overview of the services that their office can offer to victims as well as their ability to assist during the different court hearing processes.

*Sgt. Jeff Gearhart* 167  
Sgt. Jeff Gearhart #167

## West Chester Police Department Police Service Log

Year: 2016

Employee Name/Badge #: James Thomas #182

Date of Entry	Date Notified	Supervisory Action Taken	Employee Initials/ Badge #	Initiating Supervisor Initials/Badge #	Reviewing Supervisor Initials/Badge #	Further Disposition Add To Summary
11/2/2016	11/2/2016	Counseled	JPT 182	MDA 98	MDA 98	

Activity Summary Including Date of Occurrence:

On October 25, 2016 you typed up criminal complaints for an offender of case #16-3099. You created two complaint forms for the offender to be served that same day in court. The complaint forms were then processed and sent over to Area 3 court to be served to the offender appearing on that date on another charge. A decision was made to Nolle the charges signed against the offender on that same day after new information was developed in the case.

You responded to the court and were able to Nolle two of the charges that were already processed through court. The third charge had not been processed through court and the clerk returned this complaint form to you and stated that they did not need the form anymore since it was not processed. You then disposed of the complaint form in an improper manner.

The chief's office should be notified any time a complaint form has been returned to us from court without being processed. When the complaint form is processed through our records department it is routed to area 3 court and the prosecutor's office. If notification is not made to the Chief's office then proper notification is not made to the other parties involved with the processing of these charges. You are being counseled to properly route complaint forms through the Chief's office if they are returned to you. This will ensure that there is no appearance of any impropriety in regard to the created police record.



West Chester Police Department  
Patrol (P) Performance Report

Performance Date: 2018

A  
Type  
A - Annual  
S - Special

Personal Information

Officer's Name: Last, First, MI  
Thomas, James  
Badge No. 32  
Employee ID No. 182  
Rank Police Officer  
Current Assignment UPB, SQ1B

Inclusive Dates of Rating Period 2018

Rank and Name of Rater: Sgt. J. Niehaus  
Rater's Employee ID No: 40

Rank and Name of Reviewer: Lt. C. Whitton  
Reviewer's Employee ID No: 119

Part 1: Core Performance Competencies

RATING

1. Attendance	Exceeds Standards
2. Complies with Policies and Procedures	Meets Standards
3. Service	Meets Standards
4. Decision Making	Meets Standards
5. Grooming and Dress	Meets Standards
6. Problem Solving	Meets Standards
7. Teamwork	Exceeds Standards
8. Work Product	Meets Standards
9. Written Communication Skills	Meets Standards

Part 2: Patrol Performance Competencies

RATING

10. Evidence Management	Meets Standards
11. Incident Response	Exceeds Standards
12. Investigation and Case Preparation	Needs Improvement
13. Officer Safety	Meets Standards
14. Patrol Practices (Self Initiated Activity)	Meets Standards

Part 3: Rater Narrative (Required)

(Provide additional supporting information for all Exceptional and Unacceptable ratings)

PO Thomas has met or exceeded all core/patrol competencies except in one area, investigations. PO Thomas has three positive PSL's for dealing with two mental health crisis de-escalations and one difficult, intoxicated female call for service. PO Thomas served a 40 hour suspension for a sustained internal investigation.

PO Thomas exceeded standards in attendance, teamwork and incident response. PO Thomas is always early for his shift and has his car loaded ready for deployment prior to briefing. He is also very much a team player, respected by his peers and assist other officers with calls that are pending without solicitation. As for incident response PO Thomas has three PSL's commending him on his handling of mental or intoxicated subjects. I have personally witnessed PO Thomas' handling of mentally distressed people and he has done an excellent job.

PO Thomas was rated as needs improvement under the investigation and case prep category due to an internal investigation finding that he was ultimately suspended for. PO Thomas was found not have thoroughly documented information on an investigation in accordance with procedure. Any other issues of this nature have not been noted or observed.

Rater's Initials:

JN 40

#### Part 4: Reviewer Narrative (Required)

I concur with Sgt. Niehaus' evaluation of Officer Thomas. Officer Thomas transferred from criminal investigations to road patrol in April. Officer Thomas served a forty hour suspension involving a matter where he failed to document an investigation properly. Through all this, Officer Thomas has stayed focused and remained positive while on duty. There have not been any other like or similar issues brought to my attention.

Officer Thomas brings many years of experience to the shift and his experience as a detective is a valuable resource for other officers. He voluntarily works one of the busier beats, and he does a nice job of time management and taking care of his beat. He manages his calls efficiently and requires little to no supervision. Officer Thomas led the shift in calls for service, accidents, incident reports, and 101 checks. He was second on the shift for arrests, and he maintained standards for traffic enforcement as well. There were however no documented times on complaint streets. I would like to see Officer Thomas fit complaint streets in when he has the opportunity to run traffic enforcement during his down time.

Officer Thomas is also a team player consistently helping other officers out. Officer Thomas has displayed very good communication skills in handling mentally ill and intoxicated subjects. Officer Thomas also remains an active member on the department's honor guard. Officer Thomas is transferring to 3<sup>rd</sup> shift at the end of January, and I look forward to working with him in the future.

Reviewer's Initials: CH 119

#### Part 5: Employee – Career Goals/Training Needs or Wants/Comments on Evaluation (Optional)

Focus on Road Patrol

Performance Review Conducted On: 2-4-19

Rater's Initials:

AN 40

Employee's Initials:

OT 182

Rater's Signature:

Sgt. Niehaus 40

Date:

2-4-19

Reviewer's Signature:

LT. CH Niehaus 119

Date:

2/4/19

Employee's Signature:

PO Thomas 182

Date:

2/4/19

☒ I request a meeting with the Reviewer

Met with Reviewer on:

2/4/19

Reviewer  
Initials:

CH 119

Employee Initials:

OT 182

West Chester Police Department  
Patrol (P) Performance Report

COPY

Performance Date: 7/1/18

524130  
af  
7/1

**R** R - Review  
Type

Personal Information

Officer's Name: Last, First, MI <u>Thomas, James</u>	Badge No. <u>32</u>	Employee ID No. <u>182</u>	Rank <u>Police Officer</u>	Current Assignment <u>Squad 1B</u>
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Inclusive Dates of Rating Period 1/1/18 - 6/30/18

Rank and Name of Rater: Sgt. J. Niehaus Rater's Employee ID No: 40

Rank and Name of Reviewer: Lt. Michael Quinn Reviewer's Employee ID No: 98

Part 1: Rater Narrative (Required)

(Provide additional supporting information for all Exceptional and Unacceptable ratings)

PO Thomas is currently meeting or exceeding all core competencies in this evaluation period. PO Thomas was assigned to Uniform Patrol from CIS in April.

Since his assignment to Squad 1B PO Thomas has quickly adapted back to patrol and is performing well. He is always on time, ready for his shift and works very well with the squad. PO Thomas' reports and investigations are always well written and complete. He handles his calls for service with little or no supervision and always displays a good attitude.

PO Thomas has three positive PSL entries during this period. Two are for dealing with subjects that were having mental emergencies where he was able to de-escalate the situations, one even after he was assaulted by the subject. The other entry was from a positive citizen contact.

At this point I have no concerns with PO Thomas' performance and feel he is an asset to the squad.

Rater's Initials: JN40

Part 2: Reviewer Narrative

I concur with Sgt. Niehaus' review of Officer Thomas. Officer Thomas possesses a lot of investigative experience and knowledge from his assignment to CIG. I look forward to him passing this knowledge on to his peers in road patrol and assisting them. The several months he has been back on patrol he has had a positive attitude and requires very little supervision. Officer Thomas is definitely an asset to his squad with all his knowledge and I look forward to him taking a leadership role on his shift. Keep up the great work Jim!

Reviewer's Initials: mdt

**Part 3: Employee – Career Goals/Training Needs or Wants/Comments on Evaluation (Optional)**

Promotion to sergeant.

Performance Review Conducted On: 8-2-18 Rater's Initials: MDT Employee's Initials: DT

Rater's Signature: [Signature] Date: 8-2-18

Reviewer's Signature: [Signature] Date: 8/2/18

Employee's Signature: [Signature] Date: 8/2/18

☐ I request a meeting with the Reviewer

Met with Reviewer on: \_\_\_\_\_

Reviewer Initials: \_\_\_\_\_

Employee Initials: [Signature]

79  
JH

**West Chester Police Department  
Investigative (I) Performance Report**

Performance Date: 1/2/17

A A - Annual  
Type R - Review  
S - Special

**Personal Information**

Officer's Name: Last, First, MI Thomas, James Badge No. 143 Employee ID No. 143 Rank Detective Assignment Criminal Investigations Section

Inclusive Dates of Rating Period 2016 Annual Review

Rank and Name of Rater: Sgt. John Kleinfeldt Rater's Employee ID No: 116

Rank and Name of Reviewer: Lt. Dave Tivin Reviewer's Employee ID No: 58

**Part 1: Core Performance Competencies**

**RATING**

1. Attendance	Exceeds Standards
2. Complies with Policies and Procedures	Meets Standards
3. Service	Exceeds Standards
4. Decision Making	Meets Standards
5. Grooming and Dress	Meets Standards
6. Problem Solving	Meets Standards
7. Teamwork	Meets Standards
8. Work Product	Exceeds Standards
9. Written Communication Skills	Exceeds Standards

**Part 2: Investigative Performance Competencies**

**RATING**

10. Case Management/Resolution	Meets Standards
11. Evidence Management	Meets Standards
12. Interaction with other Units and Agencies	Meets Standards
13. Interview and Interrogation Skills	Meets Standards
14. Investigation and Case Preparation	Exceeds Standards

**Part 3: Rater Narrative (Required)**

(Provide additional supporting information for all Outstanding and Unsatisfactory ratings)

Det. Thomas is assigned to the Criminal Investigations Section and has specialized in financial crimes for several years. As a result, he typically carries a larger case load than other detectives. Despite the large case load, Det. Thomas devotes an equal amount of time and priority to his cases to ensure they are investigated properly. He further does a good job balancing his CIS responsibilities in conjunction with his role as an Honor Guard member.

Det. Thomas is always early for work, well groomed and dressed. Because he arrives early, he makes an effort to interact with Third Shift in regards to the previous night's activities. I would encourage Det. Thomas to continue this interaction.

Because the majority of his cases are financial crimes, they tend to be very complex and detailed in nature. Despite these complexities, Det. Thomas has proven his ability to conduct thorough and complete investigations. Capitalizing on his abilities and experience with these type of cases, Det. Thomas makes himself readily available to officers to provide suggestions and assistance when they have questions related to financial crimes. He further makes himself available to assist officers with video editing and posting information to Southwest Ohio Police Intel (SWOP) web portal.

During 2015, it was pointed out to Det. Thomas that he needed to improve his follow up on cases in a timely manner and to regularly document the details of his follow up. Det. Thomas has made a conscientious effort to remedy this concern and has done so successfully. I would urge him to continue in his efforts so it does not become a problem again. Despite this previous problem, Det. Thomas' ability to investigate and thoroughly prepare his cases has not been impeded.

In Det. Thomas's 2016 performance review this past June, it was brought to his attention that he needed to take a greater interest in and focus on his cases that do not have a financial crime nexus and become more confident in his abilities to conduct such investigations. Since this time, Det. Thomas has done a good job correcting this issue. He appears to show more confidence and dedication to non-financial crimes cases and he has greatly improved in this area.

Det. Thomas does a very good job interacting with other agencies, in part because of the financial nature of his job. He regularly interacts with members of the Butler County Prosecutors Office who have complimented Det. Thomas' abilities and work several times. Det. Thomas also coordinates the monthly Financial Investigators Association (FIA) meeting and assists Det. Beck with the Suspicious Activity Reports meeting; both hosted by the West Chester Police Department.

In December of 2016, I assumed the responsibility of supervising the Honor Guard in which Det. Thomas is a member of. Since this time, Det. Thomas has been instrumental in providing me details on the state of the unit, where the members would like to see it go and what equipment they need replaced. He has taken it upon himself to create a proposal for the unit to travel to Washington DC for 2017 Police Week as well as research equipment and pricing. It is obvious to me that Det. Thomas takes great pride in the Honor Guard and wants to bring a revitalization to the unit.

I would like to see Det. Thomas make more of an effort to interact with the intelligence unit to assist him in his cases. This should prove to be beneficial both to his cases as well as others in attempting to identify various suspects. Det. Thomas has indicated in past evaluation that he is interested in eventually being assigned to the FBI Joint Terrorism Task Force. This increased focus on intelligence may assist him with that endeavor as well.

Det. Thomas continues to be a strong, contributing member of the CIS team. He executes what is asked of him without hesitation and makes himself regularly available to other investigators for assistance. While Det. Thomas has indicated he enjoys his position and is not looking to promote for several years, I would encourage him to seek opportunities to take greater leadership roles if he intends to eventually seek promotion. He has already demonstrated his ability to do so with the Honor Guard Unit.

Rater's Initials: JHE LG

#### Part 5: Reviewer Narrative (Required)

I agree with ratings given to Det. Thomas. Det. Jim Thomas fills multiple roles within the unit. Besides working on investigations assigned to him, he also plays a major role in maintaining the morale of the unit. Det. Thomas is generally the one who organizes "social meetings" within the unit. I view this role as very critical to both morale and interoffice communication. Det. Thomas' ability to pull the unit together serves a much larger purpose than he probably realizes. I appreciate his dedication to the unit and the level of professionalism he brings to work.

Reviewer's Initials: JSF JSB

#### Part 6: Employee - Career Goals/Training Needs or Wants/Comments on Evaluation (Optional)

- STILL ENJOYES HIS POSITION IN CIS  
DET. THOMAS WOULD LIKE A REFRESHER COURSE ON  
DEATH SCENE INVEST.

Performance Review Conducted On: 1-30-17

Rater's Initials: 116 Employee's Initials: DM

Rater's Signature: [Signature]

116

Date:

1-30-17

Reviewer's Signature: [Signature]

#58

Date:

1/31/17

Employee's Signature: [Signature]

#182

Date:

1/30/17



I request a meeting with the reviewer

Met with the Reviewer on: \_\_\_\_\_

Reviewer

Initials: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

## West Chester Police Department Police Service Log

Year: 2016

Employee Name/Badge #: Det. James Thomas, #182

Date of Entry	Date Notified	Supervisory Action Taken	Employee Initials/ Badge #	Initiating Supervisor Initials/Badge #	Reviewing Supervisor Initials/Badge #	Further Disposition Add To Summary
7/1/2016	7/6/2016	Performance Review	<i>[Signature]</i> 182	<i>[Signature]</i> 116	<i>[Signature]</i> 116	

Activity Summary Including Date of Occurrence:

This PSL will serve as a performance review for the period of January 1, 2016 through June 30, 2016. Det. Thomas is a strong contributor to the success and cohesion within CIS which lends to the overall success of the unit. Det. Thomas did receive a PSL for a positive experience a victim had with Det. Thomas during a financial crimes case in February of this year. Additionally, Det. Thomas wrapped up a 2015 case this year that was very complex in nature and involved the embezzlement of over \$600,000 from a church. Because of Det. Thomas' attention to detail and focus on the case, the suspect ended up pleading to the charges.

Det. Thomas carries a heavy case load based on the financial crimes focus of his position. He conducts thorough financial crimes investigations that tend to be detailed in nature and involve a great deal of information. Because of his experience, Det. Thomas often makes himself available to other officers to provide assistance and answer financial crimes questions.

Despite the fact that Det. Thomas conducts thorough investigations of detail-oriented financial crimes, he should not allow the lack of a financial nexus to hinder his ability and thought processes when approaching other investigations. I would like to see him take a greater interest in the case/crime and/or victim of other cases despite nature, complexity and details of investigation. I would further like to see him become more confident of his abilities and capabilities when working less specific, non-financial crimes.

In his last review, Det. Thomas' rating in Case Management/Resolution dropped from exceeds standards to meets standards based on his deficiencies in following up on some of his cases in a timely manner. As this appears to be an on-going concern, Det. Thomas needs to continue to focus on this concern until it is no longer an issue. Det. Thomas has a proven background in case investigation and these concerns should not prevent him from success as a detective. It is my suggestion that when Det. Thomas is assigned a case, he provide it immediate attention to the best of his ability in an effort to maintain his



knowledge, familiarity and involvement with each of his cases. Part of this immediate attention involves documenting his investigative work quickly and keeping up on his narratives, as well as closing out cases when possible. This will help him maintain familiarity with all of his assigned case work.

Det. Thomas is an asset to CIS and a hard worker. I look forward to seeing him improve his case management/ resolution, as he will then be one of the strongest investigators in CIS. Det. Thomas is performing at or above a "Meets Performance Standard" in all categories.

mg  
JH

**West Chester Police Department  
Investigative (I) Performance Report**

Performance Date: 1/1/2016

☐ A - Annual  
Type R - Review  
S - Special

**Personal Information**

Officer's Name: Last, First, MI	Badge No.	Employee ID No.	Rank	Assignment
Thomas, James	182	182	Detective	CIS

Inclusive Dates of Rating Period 7/1/2015 through 12/31/2015

Rank and Name of Rater: Sgt. Michael Quinn Rater's Employee ID No: 98

Rank and Name of Reviewer: Lt. David Tivin Reviewer's Employee ID No: 58

**Part 1: Core Performance Competencies**

**RATING**

1. Attendance	Exceeds Standards
2. Complies with Policies and Procedures	Meets Standards
3. Service	Exceeds Standards
4. Decision Making	Meets Standards
5. Grooming and Dress	Exceeds Standards
6. Problem Solving	Meets Standards
7. Teamwork	Meets Standards
8. Work Product	Exceeds Standards
9. Written Communication Skills	Exceeds Standards

**Part 2: Investigative Performance Competencies**

**RATING**

10. Case Management/Resolution	Meets Standards
11. Evidence Management	Meets Standards
12. Interaction with other Units and Agencies	Meets Standards
13. Interview and Interrogation Skills	Meets Standards
14. Investigation and Case Preparation	Exceeds Standards

**Part 3: Rater Narrative (Required)**

(Provide additional supporting information for all Outstanding and Unsatisfactory ratings)

Detective Thomas currently specializes in financial crimes investigations. He carries a large caseload due to the volume of financial crimes being reported. Detective Thomas continues to do a great job at investigating these complex crimes. These cases require a lot of time to investigate and are very in depth and difficult to prepare. Detective Thomas works well with the Prosecutors office to prepare these cases for a successful prosecution. Detective Thomas just completed an investigation where the suspect had embezzled approximately \$806,000. He spent weeks going through enormous amounts of financial documents to determine the accurate amount that was taken from the victim, which was a church. Detective Thomas was able to present the case to a grand jury, obtain an indictment and subsequently the suspect pled as charged. Detective Thomas did a great job with this investigation.

Detective Thomas arrives early to work and is always prepared to start his day. He arrives early enough to interact with third shift and assist with any questions they might have.

Detective Thomas always is available to assist the other detectives with their investigations. He is always assisting road patrol officers with their investigations. There have been several officers whom I have assigned basic financial type investigations and they have come to Detective Thomas on numerous occasions for his expertise and guidance with their investigations. Even though he carries a heavy caseload he never fails to stop what he is doing and assist anyone with their investigation.

Detective Thomas is rated as exceeds standards for his work product and written communication skills. He has been recognized by our prosecutor's office for his case preparation to assist with the prosecution of his cases. His cases are thorough and well prepared and easy to understand, even though they are very complex.

Detective Thomas arrives to work everyday and is always dressed in a professional manner and is neatly groomed. He takes pride in his appearance and projects a positive image to other officers, as well as citizens he has contact with.

Detective Thomas was downgraded in case management/resolution from Exceeds standards to meets standards. I downgraded him in this category due to some deficiencies in him failing to conduct follow up on some cases in a timely manner. In November I was conducting case reviews with the detectives. I usually provide 1-2 weeks advance notice so that the detectives can review their cases and be prepared to review them with me. Detective Thomas had several cases he wasn't familiar with when I asked about them. He also had a case that he had for nearly 2 months and had not conducted any type of follow up or made contact with the victim. It is my understanding that Detective Thomas had difficulty with the same thing before I was assigned to CIS in April of 2015.

Detective Thomas' deficiency in case management/resolution has no impact on his ability to conduct a thorough investigation and case preparation. As stated earlier, he conducts a great and thorough investigation and I recognize that and commend him for doing a great job.

Detective Thomas received a Police Service Log entry on July 8, 2015 for the handling of a victim of a domestic Violence. The victim sent an email and describes her contact with Detective Thomas as "Phenomenal".

Detective Thomas also serves on the Police Honor Guard and I spoke to Sergeant Campbell in regard to Thomas' performance with the Honor Guard. Sgt. Campbell stated "Thomas is doing very well and I have had no issues with him." He stated that he had provided Thomas with a PSL for his efforts in preparing the Honor Guard to go to Washington DC last May. This was documented in Detective Thomas' last evaluation.

Rater's Initials: MR+98

#### Part 5: Reviewer Narrative (Required)

I agree with this most recent rating of Det. Thomas. Det. Thomas has done a great job of case organization and presentation. Although his caseload normally exceeds that of other investigators, he does need to give each case the immediate attention that is required. Det. Thomas displays a good level of concern for the entire unit, which has led to what I believe is a high level of morale. Det. Thomas has also been instrumental in streamlining the background investigation process. His efforts in this area have made these investigations more efficient and more uniform.

Reviewer's Initials: DST#5

Part 6: Employee – Career Goals/Training Needs or Wants/Comments on Evaluation (Optional)

\* WOULD LIKE TO BE ASSIGNED TO STFF IN THE FUTURE.

\* NOT LOOKING TOWARDS PROMOTION IN NEXT 5 YEARS. REALLY ENJOYING WHAT HE DOES NOW.

Performance Review Conducted On: 2/10/16

Rater's Initials: MDTB

Employee's Initials: DHT

Rater's Signature:

M. D. T. B.

Date: 2/10/16

Reviewer's Signature:

ET. Dennis J. #58

Date: 2/9/2016

Employee's Signature:

D. H. T.

Date: 2/10/16

☐ I request a meeting with the reviewer

Met with the Reviewer on: \_\_\_\_\_

Reviewer

Initials: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

38

**West Chester Police Department  
Investigative (I) Performance Report**

Performance Date: 6/1/2015



A - Annual  
R - Review  
S - Special

**Personal Information**

Officer's Name: Last, First, MI <u>Thomas, James</u>	Badge No. <u>182</u>	Employee ID No. <u>182</u>	Rank <u>Detective</u>	Assignment <u>CIS</u>
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Inclusive Dates of Rating Period 1/1/2015 through 6/30/2015

Rank and Name of Rater: Sgt. Michael Quinn Rater's Employee ID No: 98

Rank and Name of Reviewer: Lt. Tivin Reviewer's Employee ID No: 58

**Part 1: Core Performance Competencies**

**RATING**

1. Attendance	Meets Standards
2. Complies with Policies and Procedures	Meets Standards
3. Service	Exceeds Standards
4. Decision Making	Meets Standards
5. Grooming and Dress	Exceeds Standards
6. Problem Solving	Meets Standards
7. Teamwork	Meets Standards
8. Work Product	Exceeds Standards
9. Written Communication Skills	Exceeds Standards

**Part 2: Investigative Performance Competencies**

**RATING**

10. Case Management/Resolution	Exceeds Standards
11. Evidence Management	Meets Standards
12. Interaction with other Units and Agencies	Meets Standards
13. Interview and Interrogation Skills	Meets Standards
14. Investigation and Case Preparation	Exceeds Standards

**Part 3: Rater Narrative (Required)**

(Provide additional supporting information for all Outstanding and Unsatisfactory ratings)

I was assigned to CIS on April 6, 2015 and have had the opportunity to observe and interact with Detective Thomas over the last two months. He is currently assigned to investigate financial crimes, which can be complex in compiling all the financial records and preparing them for presentation during prosecution. Detective Thomas has been recognized by the Butler County Prosecutors office for preparing these cases in a professional and organized manner. The prosecutor's office has stated that they like to use Detective Thomas' case preparation as a standard for the rest of the county police departments for financial crime investigations.

Detective Thomas works well with the other detectives and is always willing to assist with their investigations if they need assistance. He shows up to work early for his shift and is neatly groomed and always dressed in a professional manner.

Detective Thomas' has received two police service log entries over the last six months. He received one of 2/20/2015 for a presentation he did to the chief's office in regard to the Honor Guard attending the National Police Memorial week in Washington D.C. The Honor Guard commander stated that this presentation was put together by Detective Thomas on his own with no direction from the commander. Sgt. Campbell put the "Detective Thomas showed initiative and a commitment to the unit by taking on this task by himself and without order from his unit commander".

Detective Thomas also received a police service log entry on 3/12/2015 for an investigation that he began and then determined that is occurred in another jurisdiction (Butler, Pennsylvania). Detective Thomas assisted the law enforcement agency in Butler, Pennsylvania

Rater's Initials

I agree with all of the information that Sgt. Quinn noted with respect to Det. Thomas. Det. Thomas is a dependable/reliable investigator who I have trusted with very sensitive information. To his credit, Det. Thomas handled the situation professionally and did not let personal feelings interfere or hinder the investigation.

Reviewer's Initials:

## Performance Review Conducted On:

Rater's Initials:

Employee's Initials:

Rater's Signature:

*Michelle R. [Signature]*

Date:

*6/11/15*

Reviewer's Signature:

*LT. [Signature] #53*

Date:

*6/11/15*

Employee's Signature:

*Det. [Signature] 18*

Date:

*6/11/15*

☐ I request a meeting with the reviewer

Met with the Reviewer on: \_\_\_\_\_

Reviewer

Initials: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

**West Chester Police Department  
Investigative (I) Performance Report**

Performance Date: 11-21-2014

**R** A - Annual  
Type R - Review  
S - Special

**Personal Information**

Officer's Name: Last, First, MI <u>Thomas, James</u>	Badge No. <u>182</u>	Employee ID No. <u>182</u>	Rank <u>Detective</u>	Assignment <u>C.I.S.</u>
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Inclusive Dates of Rating Period 06-01-2014 - 12-31-2014

Rank and Name of Rater: Sgt. Steve Oakes Rater's Employee ID No: 34

Rank and Name of Reviewer: Lt. David Tivin Reviewer's Employee ID No: 58

**Part 1: Core Performance Competencies**

**RATING**

1. Attendance	Meets Standards
2. Complies with Policies and Procedures	Meets Standards
3. Service	Exceeds Standards
4. Decision Making	Meets Standards
5. Grooming and Dress	Meets Standards
6. Problem Solving	Meets Standards
7. Teamwork	Meets Standards
8. Work Product	Exceeds Standards
9. Written Communication Skills	Exceeds Standards

**Part 2: Investigative Performance Competencies**

**RATING**

10. Case Management/Resolution	Exceeds Standards
11. Evidence Management	Meets Standards
12. Interaction with other Units and Agencies	Meets Standards
13. Interview and Interrogation Skills	Meets Standards
14. Investigation and Case Preparation	Exceeds Standards

**Part 3: Rater Narrative (Required)**

(Provide additional supporting information for all Outstanding and Unsatisfactory ratings)

Detective Thomas was assigned to the Criminal Investigations Section in February 2008. He immediately started to work financial crime cases. He has proven himself when it comes to these complex style cases. When Detective Thomas turns in a case for review, it is clear and concise with no errors. His case preparation exceeds that of most, for his cases are well organized and needs no direction. Detective Thomas is aware of the importance of cases he is assigned and knows how to prioritize his cases. The charts and graphs he produces when working these complex cases are extremely important when prosecuting these types of cases.

Det. Thomas also serves on the departments Honor Guard. He often goes out of his way and makes schedule adjustments so he is able to participate in department events.

Detective Thomas has a specific skill level for the financial crime cases that come into our department that exceed that of the average investigator.



Rater's Initials:

lo

**Part 4: Overall Rating**

EXCEPTIONAL	EXCEEDS STANDARDS	MEETS STANDARDS	NEEDS IMPROVEMENT	UNACCEPTABLE
		X		

**Part 5: Reviewer Narrative (Required)**

I have observed Det. Thomas over the past two (2) months and agree with the statements made by Sgt. Oakes. I have been very impressed with the degree of organization that Det. Thomas exhibits. His work product in terms of case preparation, in my opinion, sets a high standard for investigators dealing with complex cases.

Reviewer's Initials:

lo DST 58

**Part 6: Employee – Career Goals/Training Needs or Wants/Comments on Evaluation (Optional)**

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Performance Review Conducted On: \_\_\_\_\_

Rater's Initials: AO

Employee's Initials: PK

Rater's Signature: Robert #34

Date: 11-25-2014

Reviewer's Signature: Michael #58

Date: 12/2/14

Employee's Signature: [Signature]

Date: 11-25-14

☐ I request a meeting with the reviewer.

Met with the Reviewer on: \_\_\_\_\_

Reviewer

Initials: \_\_\_\_\_

Employee Initials: \_\_\_\_\_